

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376  
REV(11/01)

<b>Description of Position</b>	TITLE OF POSITION: <u>Assistant Director, Administration</u> SALARY RANGE: <u>844 (A) \$106,146 - \$119,629</u> Department or Agency Name: <u>Corrections</u> Division/Section/Unit: <u>Administration</u> Assignment(s) / Comments: <u>Unclassified Appointment</u> Shift and Days: <u>Non-Standard Work Week Sat/Sun Off</u> Restrictions/Limitations: <u>Inappropriate Bids Will Not Be Acknowledged</u> Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u> Name of Bargaining Unit Union: _____ There is* _____ is not <u>X</u> a Civil Service List for this position * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	CLASSIFICATION CODE: <u>00557000</u> REFERENCE POSITION NO.: <u>136010000-1</u> APPLICATION PERIOD: <u>3-6-12 to 3-12-12</u> <u>3 day grace 3-15-12</u> Job Location: <u>40 Howard Avenue, Cranston, RI</u>
	If there is not a list, position is subject to Merit System Law and Rules as to Future Examinations	
<b>General Information to Candidate</b>	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. <b>Most Important</b> - Please include the following information: <div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> <li>• The title of the position for which you are applying</li> <li>• Title of your present position and date you entered it</li> <li>• Date you entered State service</li> </ul> <ul style="list-style-type: none"> <li>• Name of department where you are currently employed</li> <li>• Your business telephone number</li> <li>• Present Union Affiliations</li> </ul> </div> <b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b> <ul style="list-style-type: none"> <li>• <b>Reasonable Accommodations:</b>              If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li>• <b>Medical Information:</b>              Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
<b>Statement of Duties</b>	<b>DUTIES / RESPONSIBILITIES:</b> This position will be responsible for the administration of central business management; financial and budgetary functions; planning and research; management information systems; policy development; and human resources to include personnel, labor relations and training.	
<b>Minimum Education &amp; Experience</b>	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Possession of a Master's Degree in Social Work, Criminology, Psychology, Sociology, Education or Public Administration and <b>Experience:</b> Employment with responsibilities for planning, developing, and coordinating the over all management of fiscal services and human resources. <u>Or</u> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
<b>Where to Apply</b>	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <b>Jane M. Ryan</b>  <b>Department of Corrections</b>  <b>Office of Human Resources</b>  <b>39 Howard Avenue</b>  <b>Cranston, RI 02920</b> </div> <div style="width: 45%;"> <b>Telephone #:</b> <u>462-5119</u>  <b>Fax #:</b> <u>462-2685</u>  <b>TTY/TDD #:</b> <u>462-5180</u>            (Telecommunication Device for the Deaf)         </div> </div>	



**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**